
City of Walhalla Fire Department

Home of the Mountaineer Engine Co. Est. 1871

Position Description

Captain

Starting at \$49,000

GENERAL PURPOSE

Performs a variety of fire prevention, suppression and emergency response duties.

SUPERVISION RECEIVED

Direct supervision is received from The Fire Chief and Assistant Chief.

SUPERVISION EXERCISED

In charge of shift.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Respond to emergency situations within the City of Walhalla Fire District to perform fire suppression, hazardous materials incident response and rescue duties.

Provide crowd and traffic control at emergency scenes; assists with salvage, overhaul, cleanup and evacuation activities necessary.

Responds to a variety of emergency calls requiring medical treatment at the First Responder level, including administering CPR, removing victims from danger, administering first aid, etc.;

Participates in fire prevention and fire safety education activities;

Perform fire prevention, pre-fire planning and fire suppression operations.

Ensure proper and prompt response to protect the lives and property of those in need of assistance, in accordance with NIMS.

Maintain records and prepare reports, as required; clean and maintain fire/ rescue apparatus, equipment, station, and grounds; test fire hoses and fire hydrants; maintain emergency response equipment in a constant state of readiness.

Attend training, seminars and meetings to remain knowledgeable of modern fire suppression and prevention methods and maintain required certifications.

Participate in physical fitness and firefighter training with their assigned crew each shift.

Assist their assigned crew in maintaining a competent level of operational readiness of the assigned station and department apparatus.

Completed assigned progressive training and follow mentoring and coaching advice from supervisors for career development.

Receive and respond to public inquiries, complaints and requests for assistance regarding areas of responsibility.

Follows department and city policies and procedures, as well as state and federal regulations.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

PERIPHERAL DUTIES

Subject to overtime and on-call, as necessary.

Will act as a shift captain.

May assume incident command responsibilities.

Community outreach and public relations.

Performs general clerical work as required, including but not limited too preparing reports and records, copying and filing documents, entering and retrieving computer data, attending meetings, answering the telephone, etc.

Performs related duties and responsibilities as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High School Diploma or GED

Must be 18 years of age or older

Preferred Education, Experience and Credentials:

IFSAC/ProBoard Firefighter 2

NREMT- Basic or higher -Preferred

Necessary Knowledge, Skills and Abilities:

Knowledge of modern firefighting tactics and strategies, emergency equipment and use, hazardous materials management, emergency medical services, disaster preparedness and fire prevention.

Possess even temperament, good judgment, positive attitude and excellent human relation skills with the ability to communicate effectively with coworkers, management and the general public.

Ability to quickly and prudently respond in life threatening situations, taking in account a wide variety of factors and concerns.

Ability to establish and maintain effective working relationships, communicating in a positive, friendly manner to employees, supervisors, coworkers, management and the general public.

Proficient computer skills with the capacity to promptly learn new computer software programs relevant to the municipality.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Work in preformed onsite; must be present at work to perform the essential functions of this job.

REQUIREMENTS

Possession of a South Carolina Drive's License, Class E

IFSAC / ProBoard Firefighter 1 and 2 Certification

CPR and First Aid Certification

Medical First Responder Certification

Fire Officer 1 and 2

Five years of experience

TOOLS AND EQUIPMENT USED

Regularly operated motor vehicle; when in the office, operates computer and standard office equipment, such as telephone, copier and fax; operate fire apparatus and equipment, emergency medical equipment, building equipment, and other specialized equipment in the delivery of department services.

PHYSICAL DEMANDS

Physical demands described here are presentative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort generally required for work performance of work in the office. Moderate to strenuous physical effort occasionally required in the performance of work at the scene of fires or emergencies which require long periods of time walking and standing. The position involves physically risky functions under emergency conditions. At fires, wears full protective equipment weighing approximately 50 pounds. On occasion will be required to lift fire equipment/apparatus, which may weigh up to 100 pounds. Physical agility required to access all areas of inspection and fire sites. During emergencies may be required to walk on uneven terrain, push, scoop, kneel, crouch, crawl, reach with hands and arms, climb and balance on ladders at the scene of a fire while carrying items of weight.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet in the office setting to loud at emergency scenes. Work is performed in emergency and stressful situations. Work may be performed under adverse conditions involving personal danger, such as fire, including temperature extremes, poor visibility, dangerous atmospheres, including smoke, noxious odors, fumes, chemicals liquid chemicals, solvents and oils, confined spaces, high stress and exposure to all types of weather conditions and hazardous environments while fighting fires, rendering emergency medical assistance or delivering department services. Errors could result in delayed or reduced levels of service, poor public relations and loss of property or life.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each Employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work in similar, related or a logical assignment to the position.

The City of Walhalla is an equal opportunity employer.

